

Title 4
ADMINISTRATION
Part V. Policy and Procedure Memoranda
Chapter 27. Printing Procedures**CPPM Number 64**
Subchapter A. Introduction

§2701. Repeal of Prior Rules

A. This Policy and Procedure Memorandum rescinds, supersedes, and cancels revised Policy and Procedure Memorandum Number 64 dated February 1, 1984. This memorandum also cancels all previous delegation of authority, delegated under R.S. 43:1(B)(2), and special exemption previously granted prior to December 29, 1987, for any printing under R.S. 43:31(A).

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31(A).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:429 (July 1988).

Subchapter B. R.S. 43:1 Purchase of Printing and Engraving; Central Purchasing; Louisiana Procurement Code; Power and Authority of Chief Procurement Officer

§2703. Provisions

A. All administrative boards, commissions, departments, agencies, institutions, and offices within the executive branch of the state government shall purchase all requirements of printing and engraving through a central purchasing agency in the division of Administration, which hereafter in this Chapter is referred to simply as the purchasing agent. This provision, however, shall not apply to Louisiana State University and Agricultural and Mechanical College, the Department of Transportation and Development, the port authorities of the state, the legislature, the Office of State Bond Commission in the Department of the Treasury, or the judiciary, except that it shall apply to the Office of the Attorney General. All procurement of such printing and engraving for the executive departments of state government shall be done under, and in accordance with, the provisions of the Louisiana Procurement Code.

B. In order to carry out the duties and functions imposed upon him by this Chapter, in conjunction with the Louisiana Procurement Code, the chief procurement officer shall have the power and authority:

1. to consult, review, and make recommendations with regard to all printing requirements in order that the best and most economical methods may be employed;
2. to delegate the purchase of printing to any instrumentality covered by this Chapter whenever, in his written opinion, the best interests of the state will be served thereby;
3. to use any and all powers and authority granted to him by law or otherwise delegated to him by competent authority.

Explanation (43:1)

C. All requirements for printing and engraving shall be submitted directly by the agency to State Purchasing, Division of Administration, and shall not be handled at the agency level through the printing vendors or their representative. Act 306 of 1983 requires Central Purchasing to procure all printing and engraving in accordance with the provisions of the Louisiana Procurement Code. All printing requests are to be forwarded to State Purchasing, and the following procedures will be used in handling small purchases.

1. If the item requested can be produced by the Administrative Services Print Shop, it will be forwarded to them for processing, and no purchase order will be issued by the State Purchasing Office. Otherwise, if the item requested is covered under a contract, the requisition will be assigned to that contract, and State Purchasing will issue a purchase order.

a. Administrative Services (Division of Administration's Print Shop)Cif a state agency is certain their printing will be handled by Administrative Services, they can fill out an Administrative Services printing request DA-200 (Rev. 3/86). This form, along with an original sample, may be sent directly to Administrative Services: a

DA 101 or FACS 101 does not have to be included with this request. The state agencies may request form DA-200 (Rev. 3/86) from Administrative Services which can be reached at (225) 925-6518 or LINC 427-6518.

b. Forms Management Cforms that are warehoused by the state for state agencies are ordered on a warehouse requisition (DA FM 1). These requisitions are sent directly to Forms Management. If you do not have a forms register or the warehouse requisition, request these from Forms Management at (225) 922-0160 or LINC 427-0160.

c. Classes of printing Cthe state printing contracts cover approximately 23 categories of printing and engraving. State Central Purchasing, Division of Administration, reserves the right to assign each request for printing to the proper contractor, to the Administrative Services section of the Division of Administration, or to award to a commercial printer as a result of competitive bids taken by the state printing agent.

2. If the item requested is not covered under contract, it will be competitively bid by the State Purchasing Office or the requisition may be returned to the agency with State Purchasing's approval to process at agency level in accordance with all laws, rules and regulations, and executive orders. The dollar level at which this delegation will take place will be described, in writing, by the director.

3. In all printing contracts, the right shall be reserved for all state boards, commissions, departments, institutions, and offices to obtain any printing, mimeographing, copying, and similar work from any state agency which has existing facilities to produce such materials instead of utilizing one of the printing contracts.

D. Requisition

1. All items of printing and engraving shall be requisitioned on a Purchase Requisition (Form DA 101 for Non Facs Agencies and FACS 101 for Facs Agencies). Keep the same types of printing on one requisition. Do not combine printing items from any two or more of the following categories:

- a. printed letterheads;
- b. engraving (letterheads, envelopes, business cards);
- c. flat forms;
- d. snap sets (same general size);
- e. continuous forms (excluding mailers);
- f. card forms, posters and folders;
- g. envelopes (Kraft);
- h. envelopes (Sulphite commercial, standard size, white and color);
- i. leaflets;
- j. books (6 inches by 9 inches and smaller);
- k. books (larger than 6 inches by 9 inches);
- l. certificates;
- m. mailers;
- n. business cards (printed).

2. Each requisition must be accompanied by complete specifications (size, color, and kind of paper, construction, numbering information, etc.) and two original samples or clean layouts. A copy of a sample or a reference to a previous order only will not be acceptable. Agencies are also required to reference the previous requisition number and state the previous vendor that supplied the requested item in order to prevent delays in requesting negatives.

3. In order to minimize waste in obsolete printed materials the following guidelines are to be strictly adhered to by all agencies, unless special exemption is granted.

a. Should the printed material contain the agency's name and address, it is to be the post office box address only (no street address).

b. Any executives, officers, officials, etc., shall not have their individual names imprinted on the printed material, unless required by law or granted special exemption.

4. When preparing a requisition, the agencies must use a 14-digit requisition number (first three digits agency number, next five agency cost center, next five requisition number, final digit will be last number of the fiscal year in which money is to be encumbered).

5. If the requisition does not have all the above information, the requisition may be returned to the agency or the order could be delayed until the information is obtained.

E. Delegation of Authority

1. The state director of purchasing may delegate the purchase of printing to any instrumentality whenever the best interest of the state will be served; however, the delegation of this authority does not preclude the procurement of these items through the Purchasing Section when the state director of Purchasing deems it more desirable or practical to do so.

2. Where unusual problems are encountered, and an agency considers additional delegated authority necessary, an application for this authority may be submitted to the state director of purchasing, or his designated representative; however, application for such exceptions must be in writing and must present detailed information in support of such request.

3. Authority is delegated to all agencies covered by this act to purchase the following items without prior approval by the printing office.

a. Agencies have unlimited authority to purchase publications such as textbooks, newspapers, subscription or foreign publications WHEN PURCHASED DIRECTLY FROM THE PUBLISHER. All files must have documentation that the contractor is the publisher. (Subscription services MUST be bid.)

b. Agencies may purchase within their designated purchasing authority, and in accordance with proper procurement procedures, the following types of items:

- i. blueprints;
- ii. plaques, name plates, award pins, etc. (Class 080);
- iii. imprinted novelty items such as pencils, caps, balloons, pot holders, key chains, etc. (Class 080);
- iv. stock item labels: these are pre-printed stock items which are inventoried by suppliers; not custom printed;
- v. standard sizes of computer paper which are stock items. (Check to see if item is available from Division of Administration, Forms Management before bidding.) Any requests for customized sizes should be forwarded to the State Purchasing Office.

4. All purchases, whether made by the Division or by the agency under the delegated authority provision, shall be made in compliance with R.S. 43 and the Louisiana Procurement Code.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:1.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:429 (July 1988).

Subchapter C. Suspension

§2705. R.S. 43:31C Printed Matter Prohibitions; Uniform Standards; Election Material

A.1. No branch, department, agency, official, employee, or other entity of state government for which a budget has been approved, and for which an appropriation has been made or a transfer of funds effected pursuant to law, shall print or cause to be printed any bulletin, leaflet, Christmas card, personalized memorandum stationery, or other similar communication, house organ, circular, book, report or similar publication, except those required by law.

2. All printed matter so required shall be effected in a uniform manner as to basic content, size, quality of paper, and use of color as contained in standards to be established by the Division of Administration, the legislative budgetary control council, and the judicial budgetary control council. The Division of Administration, legislative budgetary control council, and the judicial budgetary control council shall be empowered to make such exceptions affecting their respective branch of government to the provisions of this Subsection as may be in the best interest of the state of Louisiana.

3. In addition, the provisions of this Subsection shall not be construed to prohibit the printing or publication of any printed matter required by any federal law or regulation in order that the state or any department or agency thereof may obtain or receive federal funds, grants, or assistance. The provisions of this Section shall apply to printed matter printed pursuant to any such federal law or regulation to the extent that this Section does not conflict with any such law or regulation.

Explanation [43:31(A)]

B. Agencies seeking to print public documents not required by state or federal law must send copies, facsimiles, or descriptions of these documents, with a detailed justification of need for printing and distributing these documents, to their respective undersecretaries.

C. The public document printing requests that pass the undersecretary's screening process shall be sent to Division of Administration, State Purchasing, Box 94095, Baton Rouge, LA 70804-9095 along with a signed copy of the Public Document Printing Request Form (see Exhibit A) for review and forwarding to the commissioner's office for approval. (Note: This does not apply to forms, letterheads, internal memorandums, envelopes, etc.)

D. ImportantCwhen submitting a printing request to Central Purchasing the following information must be included on the requisition:

1. the federal or state law that requires the agency to print this material;
2. Division of Administration special exception documentation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988).

§2707. Uniform Standards

A. All printed matter, except documentation in connection with proceedings of the executive, legislative, and judicial branches of state government, printed or caused to be printed by any branch, department, agency, official, employee, or other entity of state government, shall contain the following statement, with required information inserted, printed on the publication adjacent to the identification of the agency responsible for publication:

"This public document was published at a total cost of \$_____. (Number) copies of this public document were published in this (number) printing at a cost of \$_____. The total cost of all printing of this document including reprint is \$_____. This document was published by (name and address of person, firm or corporation or agency which printed the material) to (statement of purpose) under authority of (citation of law requiring publication or of special exception by Division of Administration, the legislative budgetary control council, or the judicial budgetary control council as provided in Subchapter C, Section 2705.A.). This material was printed in accordance with the standards for printing by state agencies established pursuant to R.S. 43:31." If the printing of the material was not done by a state agency, the above statement shall include the following additional language: "Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes." This statement shall be printed in the same size type as the body copy of the document and shall be set in a box composed of a one-point rule. The provisions of this Subsection shall not apply to printed matter used by the following entities: the Department of Commerce for the purpose of attracting new industry to locate within the state of Louisiana; the Office of Tourism of the Department of Culture, Recreation and Tourism, relative to new promotional materials; and public colleges and universities, and vocational technical schools. The following three factors shall be utilized in computing cost data:

1. preparation of the public document for publication;
2. printing, including all expenditures for reproduction, whether on bid or in-house;
3. circulation, including all estimated expenditures for postage and distribution of the public document.

Explanation [43:31(B) (C)]

B. Printed Matter

1. *All printed matter* referred to in Subsection A is assumed by the Division of Administration to refer to types of printing material described in R.S. 43:31(A).

2. The required cost statement can be placed on the title page of books. On leaflets, brochures and other publications, it should be placed below the agency name. Preparation of the cost statement is enumerated below:

This public document is published at a total cost of \$_____. _____ copies of this public document
(a) (b)
were published in this _____ printing at a cost of \$_____. The total cost of all printings of this document,
(c) (d)
including reprints is \$_____. This document was published by _____ to _____
(e) (f) (g)
under authority of _____. This material was printed in accordance with standards for printing by state
(h)
agencies established pursuant to R.S. 43:31. Printing of this material was purchased in accordance with the provisions of
Title 43 of the Louisiana Revised Statutes.

- a. this figure should reflect a total of the three factors listed in 43:31(c):
 - i. preparation cost of the public document for publication;
 - ii. printing cost, including all expenditures for reproduction, whether acquired through bid or in-house;
 - iii. circulation cost, including all estimated expenditures for postage and distribution of the public document;
 - b. number of copies agency is printing in this issue;
 - c. number of times exact document has been published (first, third, or tenth, etc.);
 - d. this figure should reflect only the printing cost for this printing;
 - e. this figure should include a total of all factors set forth in R.S. 43:31(c) for all printings. (If this is the first printing, the figures for (a) and (c) should be the same. If this is a reprint, then this figure should include the total cost for all publications from the beginning. Example: total of first, second and third printing). A reprint would be a publication that is reprinted with no changes. Publications that are printed yearly, with changes, would not be considered a reprint;
 - f. printing company name and address or if printed in-house, then agency's name and address;
 - g. the reason for publishing this document;
 - h. the law that authorized you to print, or if there is no state or federal law, you would get special permission. Then you would state "under special exception by the Division of Administration;"
 - i. to be used if not printed in-house by state agency.
- C. The cost statement shall be set in same size type as the body copy and shall be set in a box composed of a one-point rule.
- D. If the printed matter is a book, print this statement on the title page, and if there is not sufficient space on the title page, then it should be printed on the inside front cover.
- E. If this document is a single page or a fold down leaflet, then the statement should be printed under the agency's name.
- F. The Division of Administration assumes that the intent of the Legislature was not to increase either administrative or printing costs with the passage of R.S. 43:31; therefore, in computing cost data, estimated costs may be used. The estimated costs should include:
1. an estimated portion of the salaries of agency personnel involved in preparing document;
 2. printing costs should be given by printer, whether in-house, administrative services, or printing contract on quantity ordered;
 3. estimated postage or freight for distribution.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988).

§2709. Election Material

A. No funds appropriated for printing purposes, or otherwise, shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot, nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of being considered by the legislature of any local governing authority.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988).

§2711. Violations

A. Any administrative head of any branch, department, agency, or entity who violates any provision of this Section and any employee who, without the authorization of his administrative supervisor, violates any provision of this Section shall be personally liable for the cost of any printing in violation of this Section. Any state funds expended on any printing in violation of this Section may be recovered by the state in a civil action instituted by the attorney general or any taxpayer. In addition, any such person who violated the provisions of this Section shall be assessed a fine by the court of not more than \$500.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988).

Subchapter D. Standard Specifications

§2713. State Publications [43:31 (A)(2)]

A. Books, Booklets, Pamphlets, and Brochures

1. Size: 5 1/2 inch x 8 1/2 inch, 6 inch x 9 inch, 8 1/2 inch x 11 inch, or 9 inch x 12 inch
2. Paper
 - a. Text: 50 lb. or 60 lb. white offset, 60 lb. or 70 lb. enamel (gloss and dull)
 - b. Cover: 65 lb. Number 1 Antique cover (white and standard colors), 65 lb. embossed cover (white and colors), or 65 lb. or 80 lb. coated covers (white only)
3. Ink
 - a. Text: one color
 - b. Cover: one or two colors
4. Binding
 - a. Saddle
 - b. Side stitch
 - c. Perfect bind, etc. on individual basis
5. Copy
 - a. Can be typeset composition or camera ready copy.

B. Newsletters, Leaflets, etc.

1. Size: 8 1/2 inch x 11 inch, 17 inch x 11 inch or 25 inch x 11 inch
2. Stock
 - a. 15 lb. to 20 lb. Bond, (white and color)
 - b. 50 lb. to 80 lb. offset text, (white and color)
 - c. 60 lb. to 70 lb. enamel text, gloss and dull (white)
 - d. 65 lb. cover stock (white and colors)
 - e. 60 lb. to 80 lb. coated covers (white)
3. Ink
 - a. One or two colors (both sides)

4. Fold

- a. Fold to meet agency's need

5. Copy

- a. Can be typeset composition or camera ready

C. Agency may select type face and size from those available. Size of type will depend on amount of copy and the number of photographs that will be used in the newsletter, leaflet, etc. Photographs should be held to a limited number.

D. Alteration Requirement Procedures

1. Any document that warrants printing warrants the efforts necessary to present that document to the printer properly compiled, organized, complete, and error free.

2. Since changes made in manuscripts, layout, color, type style, etc., which are all considered alterations, are very costly to the state once the printer has begun work, the following guidelines are hereby imposed:

a. galley proofs Any changes made in the galley proof stage that total more than 25 percent of the total original lines set, will require a letter of authorization from the secretary of the department;

b. page proofs (following galleys) Any changes made in the page proof stage that total more than 10 percent of the total lines and 25 percent of the total pages, will require a letter of authorization from the secretary of the department;

c. page proofs (no galleys) Any changes made in the page proof stage that total more than 25 percent of the total lines and 33 percent of the total pages, will require a letter of authorization from the secretary of the department;

d. blueline proofs At this stage it is extremely expensive to make changes. Therefore **no** changes will be allowed without a letter of authorization from the secretary of the department.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31(A)(2).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:432 (July 1988).

Subchapter E. Distribution

§2715. Distribution of Printed Matter (R.S. 43:32)

A. Except for interagency distribution and distribution otherwise required by law, no state department, agency, or other instrumentality of state government shall distribute any printed materials in excess of 10 pages in length, unless the availability of such printed materials has been announced by written notice stating the title or subject matter of the printed material, and that such materials shall be mailed upon receipt of a written request therefor. Such written notice may be mailed to the names on the regular mailing list and to any others deemed by the department, agency, or other instrumentality of state government to be interested parties.

B. The provisions of this Section shall not apply to the distribution of printed material by any public college or university to potential students for recruitment purposes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31 (A) (2).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:432 (July 1988).

§2717. Printed Matter; Missing Children Information (R.S. 43:33)

A. As a public service, each state department and agency that publishes a periodical of an informational nature that has as its intent public distribution rather than solely internal or interagency distribution is authorized to have published in each issue of such periodical the picture and name of one or more Louisiana children believed to be missing, or children from other states believed to be missing in Louisiana. The periodical may also include the toll-free telephone number provided by the National Center for Missing and Exploited Children for the purpose of receiving information related to a missing child or children.

B.1. Each state department and agency shall identify and provide to the Division of Administration a list of their periodicals that have public distribution and such other department or agency publications that have wide enough circulation to be useful for the purpose of disseminating information about such missing children.

2. The Division of Administration and the Office of State Police shall develop such policies, rules, and regulations as shall be necessary to implement this Section including, but not limited to, policies, rules, and regulations concerning the nature and number of department or agency publications that shall be used for this

purpose, the number of such missing child identities that may be published in each periodical, and the provision of any other information deemed pertinent to this purpose.

3. The Division of Administration is hereby authorized to consult and coordinate with the National Center for Missing and Exploited Children, any other public, quasi-public, or private organization, or agency, the purpose of which is to provide information and assistance related to missing children, and local law enforcement agencies in order to implement the provisions of this Section.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:33.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration , LR 14:433 (July 1988).

§2719. Requests for Information

A. All requests for information shall be directed to Division of Administration, Central Purchasing, State Printing Agent, Box 94095, Baton Rouge, LA 70804-9095. Questions regarding specifications, deliveries, and other matters pertaining to printing jobs shall be submitted directly by the agency to the Division of Administration, Central Purchasing and shall not be handled by the agency through representatives or vendors. The facilities of the printing office are available to any agency, and all requests will be handled promptly.

EXHIBIT A

PUBLIC DOCUMENT PRINTING REQUEST FORM

Requisition Number _____

Name of Agency _____

Mailing Address _____

Quantity _____ Estimated Amount \$ _____

Description of Public Document(s):

Size: _____

Number of pages and/or folds: _____

Paper Cover: _____

Text: _____

Ink Cover: _____

Text: _____

Binding: _____

Give a brief statement of why this publication needs to be printed.

I hereby certify that the above public document(s) is (are) essential to the fulfillment of the programs approved for this agency by the Appropriation Act, and that funds are available to print this (these) document(s). (Attach copies, facsimiles, or descriptions of the documents along with their justifications). I am, therefore, requesting an exception as provided for in R.S. 43:31(A).

Undersecretary

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:33.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration , LR 14:433 (July 1988).